

# Jefferson County Government

Monitoring:  Review: <b>Annually</b>	Descriptor Term:  <b>Gas Card Policy</b>	Descriptor Code:  <b>Page 1 of 2</b>	Issued Date:  <b>05/17/2010</b>
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## 1. Purpose

- 1.1 The purpose of this policy is to ensure proper use and accounting for gas purchase by authorized personnel only.
- 1.2 The Mayor's Office shall maintain a list of each gas card
- 1.3 This listing shall include:
  - A. Gas card company name.
  - B. The vehicle gas card issued to along with the vehicle identification number and license plate number.
  - C. Vehicle Model-Make-Year
  - D. Date gas card issued.
  - E. Primary employee responsible for gas card use and employee signature.
  - F. Department vehicle and gas card issued for.

## 2. Eligibility

- 2.1 Only authorized persons are permitted to use county gas cards
- 2.2 Authorization is provided by department heads approved by the County Mayor or his designee.

## 3. Use

- 3.1 County gas cards are to be used for county business only. No personal use is permitted under any circumstance.
- 3.2 Use of county gas cards in personal vehicles may be necessary on rare occasions. Permitted use will only be acceptable providing the steps outlined in 3.3 are adhered to.
- 3.3 Documentation for use of county gas cards will include the following:
  - A. Gas Card Number.
  - B. Vehicle Model – Make – Year to receive fuel
  - C. Vehicle Identification Number of vehicle receiving fuel.
  - D. License plate number of vehicle receiving fuel.
  - E. Reason for personal vehicle being used instead of county vehicle.
  - G. Signed approval by department head, Mayor and the finance director.

#### **4. Operation**

- 4.1 No person shall enter a card number manually. A gas card must be properly entered into the card machine.
- 4.2 Exact mileage shall be entered.

#### **5. Tracking**

- 5.1 Original receipts for each purchase must be submitted to your department head.
- 5.2 Department heads will verify each receipt.
- 5.3 In the event more than one designated driver is used per vehicle, each driver shall sign off each receipt.
- 5.4 Department heads will verify each purchase against the vehicle and user.
- 5.5 Department heads will sign off each month's receipts.
- 5.6 Department heads will check submitted receipts against billing invoice for accuracy.
- 5.7 Any discrepancy will be immediately submitted to the Mayor.

#### **6. Lost – Damaged Cards**

- 6.1 In the event a card is damaged or lost, notice must be immediately given to the employee's supervisor or department head.
- 6.2 The department head will immediately notify the Mayor's office.
- 6.3 The Mayor's Office will coordinate the canceling or replacement of the lost or damaged card.